

**REQUEST FOR APPLICATIONS (RFA): # DHS HPRP 09-1**

**Government of the District of Columbia  
Department of Human Services  
Office of the Director**

**American Recovery and Reinvestment Act of 2009  
Homelessness Prevention and Rapid Re-Housing Program**



**DHS/Office of the Director invites the submission of applications for funding through the American Recovery and Reinvestment Act of 2009, Homelessness Prevention and Rapid Re-Housing Program, effective February 7, 2009.**

<b>Announcement Date:</b>	<b>October 2, 2009</b>
<b>RFA Release Date:</b>	<b>October 6, 2009</b>
<b>Pre-application Conference Date:</b>	<b>October 13, 2009</b>
<b>Application Submission Deadline Date:</b>	<b>October 26, 2009</b>

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.**



# NOTICE

## PRE-APPLICATION CONFERENCE

**ATTENDANCE IS RECOMMENDED**

Homelessness Prevention and Rapid Re-Housing Program



WHEN:	October 13, 2009
WHERE:	64 New York Avenue, N.W. 6 <sup>th</sup> Floor Conference Room
TIME:	10:00 am – 12:00 p.m.
CONTACT PERSON:	Mr. Fred Swan, Family Services Administrator, (202) 698-4171

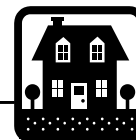
Please RSVP to DHS no later than Thursday, October 8, 2009, as seating is limited. You may RSVP via telephone to Mr. Darrell Cason, Policy and research Analyst, (202) 671-4389, or via email at [darrell.cason3@dc.gov](mailto:darrell.cason3@dc.gov).



## **Checklist for Applications**

### **Homelessness Prevention and Rapid Re-Housing Program**

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications.
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS' approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- ☐ The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- ☐ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side, using 12 point-type with one-inch margins.
- ☐ The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- ☐ The applicant is submitting six copies of the application: the required original and three (3) copies.
- ☐ The application format conforms to the guide listed in Section V Application Format.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ The application is submitted to the Office of the Director, 64 New York Avenue, N.E., 6<sup>th</sup> Floor, no later than 4:00 p.m., EDT, on the deadline date of Monday, October 26<sup>th</sup>.

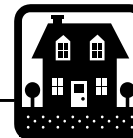


## TABLE OF CONTENTS

SECTION I	GENERAL INFORMATION .....	2
Introduction .....		2
Target Population .....		3
Eligible Organizations/Entities .....		3
Source of Grant Funding .....		3
Award Period .....		3
Grant Awards and Amounts .....		3
Use of Funds .....		3
Contact Person .....		3
Internet .....		4
Pre-Application Conference .....		4
Explanations to Prospective Grantees .....		4
SECTION II	PROGRAM SCOPE .....	4
Overview .....		4
General Responsibilities .....		6
Additional Grantee Requirements .....		8
Confidentiality of Records .....		8
Reporting Requirements .....		9
Security Certifications .....		9
Certifications and Assurances .....		9
SECTION III	GENERAL PROVISIONS .....	10
Insurance .....		10
Audits .....		10
Nondiscrimination in the Delivery of Services .....		10
Monitoring .....		10
Staff Requirements .....		10
SECTION IV	APPLICATION SUBMISSION .....	12
Submission Date and Time .....		12
Number of Copies .....		12
Location to Submit Application .....		12
Mail/Courier/Messenger Delivery .....		13
SECTION V	REVIEW AND SCORING OF APPLICATIONS .....	13
Review Panel .....		13
Scoring Criteria .....		13
Decision on Awards .....		14
SECTION VI	APPLICATION FORMAT .....	14
Description of Application Sections .....		15
Applicant Profile .....		15
Table of Contents .....		15
Application Summary .....		15
Project Narrative .....		15
Program Budget and Budget Narrative .....		16
Certifications and Assurances .....		16



Appendices.....	16
SECTION VII LIST OF ATTACHMENTS .....	16
Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget
Attachment H	Collaboration Commitment Form
Attachment I	Confidentiality Statement
Attachment J	Living Wage Act of 2006



Government of the District of Columbia  
Department of Human Services  
Office of the Director

**Request for Applications (RFA): #DHS**

**Homelessness Prevention and Rapid Re-Housing Program**

**SECTION I GENERAL INFORMATION**

**Introduction**

In an effort to provide assistance to those struggling due to the current economic downturn, the United States Congress passed and President Barack Obama signed into law the American Recovery and Reinvestment Act of 2009 (ARRA). The purpose of ARRA is to assist those who are struggling due to the economic downturn and stimulate the economy. Through ARRA, states, territories and the District of Columbia have been allocated categorical funds to spend in specific areas/programs. The District has been allocated approximately 7.5 million dollars for its Homelessness Prevention and Rapid Re-Housing Program (HPRP). The purpose of HPRP is to provide homelessness prevention assistance to households who would otherwise become homeless, many due to economic crisis, and to provide assistance to rapidly re-house persons who are homeless who have the capacity to achieve stable housing independent of HPRP assistance.

Therefore, DHS seeks to make up to 4 awards to non-profit organizations in the District of Columbia under this RFA for the implementation of the HPRP. DHS seeks organizations that have demonstrated administrative capacity, can provide services through a network of locations, and can issue rent subsidy payments to landlords. Through this RFA, eligibility determinations, assessments, prevention and re-housing assistance will be provided to individuals and families at-risk of homelessness, and currently homeless in need of housing. Specifically, eligibility determinations for program assistance/services, assessments to determine applicant needs, determinations of the most appropriate service(s) to address applicant needs, referrals, rent and utility arrearages payments, security deposits and first month's rent payments, and short to mid-term rent subsidies payments will be provided.

**Special Notes:** At the time of this issuance, the Department is preparing to issue a Notice of Proposed Rulemaking for the Homelessness Prevention and Rapid Re-Housing Program. These proposed rules will provide the scope of program, and the broad programmatic expectations and guidelines for providing assistance/services under the HPRP. Be advised that all successful awardees will be subject to the published Rulemaking. However, applicants will be judged in this competition based on current experience with administering the Emergency Rental Assistance Program (ERAP) and/or other one time only needs based assistance payments and the extent of geographic service delivery capacity. Additionally, awarding of grants under this RFA is subject to funding availability.



## **Target Population**

DHS seeks to provide homeless prevention, re-housing and rental assistance to individuals and families that are: housed but at imminent risk of being homeless due to financial crisis; housed but facing eviction and has a critical need to relocate; homeless and in need of assistance to obtain housing; and, homeless and in need of assistance to obtain housing as well as temporary rent subsidies to maintain housing.

## **Eligible Organizations/Entities**

Applicants will be judged in this competition based on current experience with administering the Emergency Rental Assistance Program and/or other one time only needs-based assistance payments and the extent of geographic service delivery capacity. These services must be provided directly by applicant. As with all grants, the Department would retain responsibility for monitoring and assuring adherence to program eligibility criteria. DHS plans to assist grantees in this area by developing a computerized tracking system to ensure accountability.

## **Source of Grant Funding**

Funding for this program is available through the American Recovery and Reinvestment Act of 2009, effective February 7, 2009.

## **Award Period**

The award period is for one year from date of execution. Renewal options may be available pending the availability of funds for future 1-year grant cycles.

## **Grant Awards and Amounts**

A total of \$3,866,800 is available for services funded through this RFA. Of the total funds available, \$3,452,500 will be available for homeless prevention and re-housing assistance and \$414,300 will be set aside for administrative fees to awardees at a rate of no more than 12% of the applicants funding request. Administrative fee will be paid based on assistance payments made. DHS seeks to make up to 4 awards.

## **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA for the purpose of implementing the Homeless Prevention and Rapid re-Housing Program.

## **Contact Person**

For further information, please contact:  
Mr. Fred Swan, Family Services Administrator at (202) 698-4171.



## **Internet**

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Mr. Fred Swan, DHS Family Services Administrator at [fred.swan@dc.gov](mailto:fred.swan@dc.gov)

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

## **Pre-Application Conference**

The Pre-Application Conference will be held on Tuesday, October 13, 2009, from 10:00 a.m. – 12:00 p.m. at DHS Headquarters; 64 New York Avenue, N.E., 6<sup>th</sup> Floor Director's Conference Room.

## **Explanations to Prospective Grantees**

Applicants are encouraged to E-Mail their questions to Mr. Fred Swan on or before Friday, October 16, 2009. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

## **SECTION II            PROGRAM SCOPE**

### **Overview**

The specific HPRP services to be provided under this RFA are eligibility determinations and notifications, assessments, service determinations, referrals for other services under the HPRP (case management, legal services, housing counseling services and housing search assistance services), rent arrearage payments, utility arrearage payments, first month's rent and security deposit payments and short to medium term rental subsidy payments (3-18 months). Selected applicants will specifically be required to: conduct eligibility determinations for applicants/customers who are referred by the HPRP assessment team, referred by DHS staff or walk in to their facilities; provide written notification of eligibility determinations to all applicants; assess eligible applicants to determine the need for other HPRP services and make referrals as necessary; issue rent arrearage payments for applicants that are eligible; issue utility arrearage payments for applicants that are eligible; issue first month's rent and security deposit payment for applicants that are eligible; issue monthly rent subsidies on behalf of applicants that are eligible; conduct re-certifications for ongoing rental subsidy eligibility; attend any/all required trainings; complete and submit any/all required reports; and, participate in the submission of information into the Homeless Management Information System (HMIS). All





services performed under this RFA must be performed in compliance with the HPRP Program Rules.

All applicants will be required to perform all services listed above and must propose to do so in order for their proposal/application to be considered. Other services that will be provided under the HPRP (outside of this RFA) include: outreach and assessment services; case management services; legal services; housing counseling services; and, housing location assistance. Under the HPRP, DHS is proposing to limit assistance to those applicant households, whether an individual or family, that:

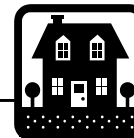
- (a) is currently homeless;
- (b) is housed but is at imminent risk of becoming homeless;
- (c) is facing imminent loss of current housing;
- (d) is lacking the financial means to retain current housing or obtain alternate housing; lacking the support network to retain current housing or obtain alternate housing;
- (e) is lacking other housing options; residents of the District of Columbia; and, are living in the District of Columbia at the time of application;
- (f) is lacking other available resources for retaining or obtaining stable housing, including resources available from family, friends, or a community resource;
- (g) demonstrates that the provision of HPRP assistance will more likely than not result in the applicant household obtaining or retaining stable housing within an 18 month period or less, particularly for applicants seeking either rental assistance or payment of rental arrearages; and,
- (h) have a total combined unit/household net income in the thirty (30) day period immediately preceding the date of application, and non-excluded assets, on the date of application, that does not exceed fifty (50) percent of the current applicable Median Family Income for the District of Columbia Metro Area as determined annually by the United States Department of Housing and Urban Development (\$102,700).

#### Types and Amount of Assistance

##### ***Homeless Prevention Assistance***

Under this RFA homeless prevention assistance in the form of rent arrearages, utility arrearages, security deposits and first month's rent will be provided **only**. Under the HPRP, there is a total of \$1,040,000 available for homeless prevention assistance (rent and utility arrearages, first month's rent and security deposits). There is a total of \$124,800 available for administrative fees at a rate of 12% of the total funding available for homeless prevention assistance. Applicants can propose to issue any amount of this funding in all the rapid re-housing assistance categories. Applicants must provide homeless prevention assistance in all aforementioned categories.

Applicants can provide estimates of how much funding they plan to issue in each category. Maximum payment amounts per program participant for each category is listed below.



- Rent Arrearages – A maximum of \$5,000 can be issued per payment for individuals. A maximum of \$6,500 can be issued per payment for families.
- Utility Arrearages - A maximum of \$2,500 can be issued per payment for individuals. A maximum of \$3,500 can be issued per payment for families.
- Security Deposits - A maximum of \$1,500 can be issued per payment for individuals. A maximum of \$2,200 can be issued per payment for families.
- First Month's Rent - A maximum of \$1,500 can be issued per payment for individuals. A maximum of \$2,200 can be issued per payment for families.

### ***Rapid Re-Housing Assistance***

Under this RFA rapid re-housing assistance in the form of rent first month's rent, security deposits and short to medium term rental subsidies will be provided **only**. Under HPRP, there is a total of \$2,412,500 available for rapid re-housing assistance (security deposits, first month's rent and rental subsidies). There is a total of \$289,500 available for administrative fees at a rate of 12% of the total funding available for rapid re-housing assistance. Applicants must provide rapid re-housing assistance in all aforementioned categories. In regards to rental subsidies, program participants shall only be provided with subsidies for a maximum of three (3) months at a time and a total maximum of 18 months assistance can be provided. At the end of each three (3) month period, applicants must conduct a re-certification to determine if a program participant's subsidy assistance will be extended for another three (3) month period.

Maximum payment amounts per program participant for each category is listed below.

- Security Deposits - A maximum of \$1,500 can be issued per payment for individuals. A maximum of \$2,200 can be issued per payment for families.
- First Month's Rent - A maximum of \$1,500 can be issued per payment for individuals. A maximum of \$2,200 can be issued per payment for families.
- Rental Subsidies - A maximum of \$1,500 can be issued per month for rental subsidies for individuals. A maximum of \$2,200 can be issued per month for rental subsidies for families. Regardless of the monthly subsidy amount, program participants can receive a maximum of no more than 18 months of total rental assistance (to include security deposits, first month's rent and rent arrearage payments).

### **General Responsibilities**

The following are general responsibilities of the selected program providers for the HPRP. However, specific requirements and guidelines for HPRP will be included in the forthcoming Proposed Rulemaking Homelessness Prevention and Rapid Re-Housing Program. These proposed rules will provide the scope of program, and the broad programmatic expectations and guidelines for providing assistance/services under the HPRP.

- The provider shall give to each program applicant an application to be supplied by DHS which will constitute the request for assistance and obtain applicant identifying information. The provider will conduct an intake interview which will ascertain basic



qualifying information and determine what services, if any (including non-HPRP services like ERAP) the program applicant is eligible for.

- The provider shall give to each program applicant a written request specifying the information needed to complete the application and the provider shall discuss with the program applicant how to obtain the information. The application is complete when all required information is furnished.
- The provider may use documents, telephone conversations, personal and collateral interviews, reports, correspondence, and conferences to verify applicant information.
- If the emergency is expected to occur in less than ten (10) business days following the date of application, the provider shall take all reasonable steps to process the application in an expedited manner in time to resolve the emergency, if the program applicant meets all eligibility criteria and a delay in processing the application is not caused by the failure of the program applicant to provide documentation necessary for making an eligibility determination.
- The provider shall complete the eligibility and assistance determination in as short a time as possible but not later than ten (10) business days after the date of a completed application.
- If a program applicant is determined eligible for assistance, the provider shall give to the program applicant a Notice of Eligibility and Assistance Determination. This notice shall include, but need not be limited to:
  - (a) The eligibility determination;
  - (b) The amount and type of assistance for which the applicant unit has been determined eligible and the computation of assistance.
  - (c) Any requirement needed by a recipient to authorize the provider to proceed with the disbursement of the emergency rental assistance grant to the appropriate vendors as necessary to alleviate the emergency; and
  - (d) Notice of the recipient's right to appeal the eligibility determination.
- If a program applicant is determined ineligible, the provider shall give to the program applicant a clear, concise written statement of the reasons for the denial.
- If a program applicant is determined to be eligible, the provider shall conduct an assessment to determine the needs of the program applicant and which assistance/services under HPRP or ERAP are the most appropriate for the program applicant. If it is determined that there is assistance/services needed for a program applicant that the provider does not provide, they shall make the appropriate referral to a provider that does provide that service.

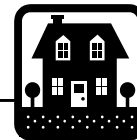


### **Additional Grantee Requirements**

- Participate in DHS-sponsored training programs regarding how to perform the eligibility determination function, correctly complete the application of related documentation, access and enter information into the automated tracking system, and maintain financial and other case records.
- Participate in DHS-sponsored training programs with subject areas such as teambuilding, understanding and engaging families, confidentiality, etc., that assist your staff and assure DHS that your staff is adequately trained to work with families.
- Participate in all trainings related to the HMIS database system and enter all required information into said system.
- Participate freely with the DHS monitoring team, providing information such as reports, positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Agree to attend a Language Access Training Course to obtain certification to utilize the District's Language Access Line.
- Include in your model, plans to ensure that once referrals are made, the proposed population has a means to access additional sources of services and supports, as appropriate. Explain how you plan to coordinate and maintain information on referrals made, follow-up, outcomes of referrals to DHS and other referral organizations.
- Comply with all DHS, HPRP and ARRA reporting requirements.

### **Confidentiality of Records**

Information concerning referred individuals and families is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:



- Customer records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Customer records may not be divulged to unauthorized persons.
- No person receiving information concerning an applicant or recipient shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law §16-2363).
- All project staff, including volunteers, prior to engaging in work with customers shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the project.

### **Reporting Requirements**

Grantees should be prepared to report information to DHS and submit within the HMIS, in a manner conducive with DHS and the HMIS data-base management system. At a minimum, data collection items and reports will include all information and documentation specified by DHS after grant award.

Reporting may require details for each referred individual/family as well as aggregate reporting of monthly accomplishments. The format for reporting will be prescribed by DHS and will be required to facilitate prompt review of grantee accomplishments in support of payment.

### **Security Certifications**

The applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contact(s) as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

### **Certifications and Assurances**

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.



## **SECTION III            GENERAL PROVISIONS**

### **Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFP must show proof of insurance prior to receiving funds.

### **Audits**

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving TANF funds.

### **Monitoring**

With responsibility for monitoring and evaluating funded project, representatives of the DHS Homeless Services Division will make periodic scheduled and unscheduled visits to project sites. During such visits, the Awardee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

### **Staff Requirements**

- A. Sub-grantees receiving grant awards of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid a living wage of no less than \$11.75 an hour. This wage may be adjusted annually by the Department of Employment Services up to 3%. Adjustments in excess of 3% shall be approved by the Mayor.

Exemptions are provided as follows:

1. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
2. For employees of non-profit organizations that do not employ more than 50 individuals.
3. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.



4. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
5. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

Upon site visits, Grantees must make available documents which demonstrate proof of exemption from the Act, or proof that staff members working on the program/project are being paid a living wage of at least \$11.75 per hour. In addition, Grantees shall make available examples of work performed by each employee that receives compensation directly from government assistance. Grantee shall demonstrate that each employee funded by the grant performs work regularly under the grant agreement.

- B. Each employee who receives compensation directly from the District of Columbia shall receive a copy of the Living Wage Act Fact Sheet, provided upon award.
- C. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- D. The Grantee shall employ and maintain documentation and assure that staffs possess adequate training and competence to perform the duties which they have been assigned.
- E. The Grantee shall maintain each affiliated employee's payroll records created and maintained in the regular course of business for a period of at least three years. Grantee shall maintain affiliated employee payroll records in excess of three years until the final decision of any challenge to the payment of wages under the act.
- F. The Grantee shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, description of duties and responsibilities, hours of work, salary rate and performance evaluation criteria. When hiring staff for this grant project, the Grantee shall obtain written documentation of work experience and personal references.
- G. The Grantee shall maintain an individual personnel file for each project staff member. The file will contain the application for employment, professional and personal references, applicable credentials/certifications, and records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, and Grantee's action with respect to all allegations, and date and reason if terminated from employment. All of these personnel materials shall be made available to the Grant Administrator upon request.



- H. The Grantee shall provide orientation sessions for each staff member with respect to administrative procedures, program goals, and policies and practices to be adhered to under the Grant Agreement.
- I. The Grantee shall maintain a current organizational chart which displays organizational relationships and demonstrates who has responsibility for administrative oversight and supervision over each funded service activity.
- J. Any changes in staffing patterns or job descriptions shall be approved in writing in advance by DHS.

## **SECTION IV            APPLICATION SUBMISSION**

### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than 4:00 p.m., Monday, October 26, 2006. All applications will be recorded upon receipt. Applications attempted to be submitted after the deadline date and time will not be accepted, and therefore, will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

### **Number of Copies**

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (copies) of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

Department of Human Services  
Office of the Director  
64 New York Avenue, N.E.  
6<sup>th</sup> Floor  
Washington, DC 20002  
Contact Person: Darrell Cason (202) 671-4389

### **Important Note:**

Due to security provisions, applicants should allow at least one half hour before the deadline time to clear security protocols.





## Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before 4:00 p.m., Monday, October 26, 2009. Applications arriving via messenger/courier services after the posted deadline will not be accepted and therefore, will not be considered for funding. Application packages must be delivered to and received by an Office of the Director staff member and not left at the security desk or other location by the courier service.

## SECTION V REVIEW AND SCORING OF APPLICATIONS

### Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The DHS Director shall make the final funding determinations.

### Scoring Criteria

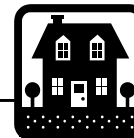
Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### Criterion A Ability to Implement Program Design (*Total 30 Points*)

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope. **(10 Points)**
2. The proposal clearly describes the methods to be used to outreach to the selected target population through a network of locations. In addition, information will be provided that describes how the program will include case management to all families for whom case management appears warranted. **(10 points)**
3. The proposal clearly delineates the following: (1) demographics outlining potential target population (s) within the delivery network locations; (2) the area(s) of social service assistance currently delivered in those locations; and, (3) specifies, the location of the proposed activities. **(10 points)**

#### Criterion B Organizational Capability and Relevant Experience (*Total 35 Points*)

1. The applicant must demonstrate the knowledge and current experience implementing ERAP or other one-time allotment needs-based programs that incorporate this service to clients through multiple locations. Applicant must also provide evidence of the financial and management experience necessary for demonstrated record keeping capability. **(25 Points)**
  - The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the target



population, and the capacity to successfully meet the responsibilities associated with this grant.

2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(10 Points)**
  - Applicant has identified and has demonstrated an understanding of issues affecting the target population.
  - Letters of support from community-based organizations and/or advocacy groups are provided.
  - The applicant has a clear plan to hire or has qualified staff with the training and experience to conduct personal communications and related activities with the target population and has helped remove customer barriers to self reliance objectives. The applicant also has the technical capability to maintain an information data base sufficient to produce required reports for DHS.

**Criterion C Sound Fiscal Management and Reasonable Budget (Total 30 Points)**

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization. **(20 Points)**
2. The applicant demonstrates that the incorporation of this service into the organizations proposed budget is reasonable, realistic and will achieve project objectives. The applicant provides a detailed financial plan that outlines existing resources and how they will be utilized as a primary revenue stream and enhanced with the 10% administrative allotment cap allowed herein. **(10 Points)**

**Criterion D Overall Feasibility of the Project (Total 5 Points)**

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

**SECTION VI APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (See Attachment A)



- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

### **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

#### **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

#### **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

#### **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;



- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with serving families within the community in this capacity – if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

### **Program Budget and Budget Narrative**

The budget for this application shall contain detailed, itemized cost information that shows how this project will be integrated into the organizations existing financial plan. The detailed budget narrative shall contain a justification for the up to 12% administrative fee allowable for this program. The narrative should clearly state how the applicant arrived at the budget figures.

### **Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

### **Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

## **SECTION VII LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Applicant Profile</b>
<b>Attachment B</b>	<b>Certifications</b>
<b>Attachment C</b>	<b>Assurances</b>
<b>Attachment D</b>	<b>Original Receipt</b>
<b>Attachment E</b>	<b>Work Plan</b>
<b>Attachment F</b>	<b>Staffing Plan</b>



<b>Attachment G</b>	<b>Budget</b>
<b>Attachment H</b>	<b>Collaboration Commitment Form</b>
<b>Attachment I</b>	<b>Confidentiality Statement</b>
<b>Attachment J</b>	<b>Living Wage Act of 2006</b>



**Attachment A**

**REQUEST FOR APPLICATIONS (RFA): # DHS**

**Government of the District of Columbia  
Department of Human Services  
Office of the Director**

**Homelessness Prevention and Rapid Re-Housing Program**

**Applicant Profile**

**Place this form at the front of the application.**

**Applicant's Name:** \_\_\_\_\_

**TYPE OF ORGANIZATION:** Non-Profit Organization \_\_\_\_\_ Other \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Federal ID Number:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget:**      **Total Funds Requested:**      \$ \_\_\_\_\_



## Attachment B



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**



**Certifications Regarding**  
**Lobbying; Debarment, Suspension and Other Responsibility**  
**Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;



(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts

under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

**A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

**B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

**1. Drug-Free Workplace (Grantees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

**A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the





**applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**

- (b) Establishing an on-going drug-free awareness program to inform employees about—**
  - (1) The dangers of drug abuse in the workplace;**
  - (2) The applicant's policy of maintaining a drug-free workplace;**
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
  - (1) Abide by the terms of the statement; and**
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4<sup>th</sup> Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**



- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**

**Drug-Free Workplace (Grantees who are Individuals)**

**As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—**

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

**DC Department of Human Services, Office of Grants Management, 64 New York Avenue, N.E., Sixth Floor, Washington, DC 20002 Attn: Ms. Joi Yeldell, Grants Administrator.**

---

**As the duly authorized representative of the applications,  
I hereby certify that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

---

**2. Application Number and/or Project Name**

---

**3. Federal Tax Identification No.**

---

**4. Typed Name and Title of Authorized Representative**

---

**5. Signature**

---

**6. Date**



## Attachment C

### ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.



8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the
9. Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
10. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
11. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IXX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.





- 14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.**
- 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

---

**Signature & Title**

---

**Date**



**Attachment D**

**DEPARTMENT OF HUMAN SERVICES  
OFFICE OF THE DIRECTOR  
64 NEW YORK AVENUE, NE, 6<sup>TH</sup> FLOOR  
WASHINGTON, DC 20002  
ATTENTION: DARRELL CASON  
(202) 671-4389**

# **SUBMISSION RECEIPT**

***Homelessness Prevention Rapid Re-Housing Program*  
RFA # DHS**

THE OFFICE OF THE DIRECTOR (OGM) IS IN RECEIPT OF A PROPOSAL FROM:

\_\_\_\_\_  
(Contact Name/ Please Print Clearly)

\_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Address, City, State, Zip Code)

\_\_\_\_\_  
(Phone/ Fax)

\_\_\_\_\_  
(Amount Requested)

**OGM USE ONLY:**

**Please Indicate Time:**

ORIGINAL and \_\_\_\_\_ COPIES

RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ / 2006

**Received by:** \_\_\_\_\_

**PROPOSALS WILL NOT BE ACCEPTED AFTER 4:45 P.M.**



**Attachment E**  
**Homelessness Prevention Rapid Re-Housing Program**

**Work Plan**

<b>Agency:</b>							<b>Submission Date:</b>					
<b>Services Area:</b>							<b>Project Manager:</b>					
<b>Budget:</b>							<b>Telephone #:</b>					
<b>Measurable Objectives</b>	<b>First Quarter</b>			<b>Second Quarter</b>			<b>Third Quarter</b>			<b>Fourth Quarter</b>		
<b>Objectives:</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>
<b>Activities:</b>												
1.												
2.												
3.												
4.												
5.												
6.												
7.												



**Attachment F**  
**Homelessness Prevention Rapid Re-Housing Program**

**Staffing Plan**

<b>Name</b>	<b>Position Title</b>	<b>Filled/ Vacant</b>	<b>Annual Salary</b>	<b>% of Effort</b>	<b>Start Date</b>

**Director's Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

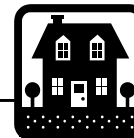




## **Attachment G**

### **Homelessness Prevention Rapid Re-Housing Program Budget Description**

Provide a budget narrative and evidence of the incorporation of this service into the organization's existing budget indicating that the proposed plan is reasonable, realistic and will achieve project objectives. The detailed financial plan must outline existing resources and delineate how those resources will be the project's primary revenue stream and enhanced with the 12% administrative allotment cap allowed herein.



ATTACHMENT H

*Homelessness Prevention Rapid Re-Housing Program*

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**Collaboration Commitment Form**

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone & Fax Number: \_\_\_\_\_

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): \_\_\_\_\_ Tel.: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Signature(s) \_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_



**MAY BE SINGLE-SPACED**

**Attachment I**  
**Insert Grant Title Here**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**STATEMENT OF CONFIDENTIALITY**

I, \_\_\_\_\_ hereby affirm  
that I will hold confidential any information gathered or disclosed to me as a project staff  
member/volunteer. I also affirm that I will not disclose any information from any project  
meetings that is not a matter of public record.

By signing the document, I acknowledge that I have read and fully understand the  
statement contained herein.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

---

Name of Organization



**ATTACHMENT J**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF THE DIRECTOR**

**LIVING WAGE ACT OF 2006 CERTIFICATION**

**CERTIFICATION:**

Pursuant to the Living Wage Act of 2006 (Act), D.C. Official Code §2-220.01 et. seq. effective June 8, 2006, Sub-grantees receiving grant awards from the District of Columbia of at least \$100,000, and any of their sub-grantees receiving at least \$50,000 of that award, shall ensure that each affiliated employee, as defined by the Act, performing work on the grant-funded program/project shall be paid a living wage of no less than \$11.75 an hour. This rate is subject to adjustment by the Department of Employment Services up to 3% annually. Increases in excess of 3% shall be approved by the Mayor. Funding for the implementation of this Act shall be subject to annual appropriation.

Exemptions are provided as follows:

6. For employees under the age of 22 employed during a school vacation or enrolled as a full-time student working less than 25 hours per week.
7. For employees of non-profit organizations that do not employ more than 50 individuals.
8. Grantees/sub-grantees provides trainees with additional services, provided the trainee does not replace employees, if applicable.
9. Under an existing or future collective bargaining agreement, provided that the future collective bargaining agreement results in the employee being paid no less than the established living wage.
10. Grantees that provide trainees with additional services including, but not limited to case management and job readiness services, provided that the trainees do not replace employees subject to this Act.

*Please check the appropriate box:*

☐

I certify that the organization meets one or more of the above-listed exemptions, and provides the following documents to support our request for an exemption:

---

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☐

I certify that we do not meet the exemption, and will pay each individual working under this grant program/project a living wage of at least \$11.75 per hour.

☐

I certify that we do not meet the exemption but intend to submit a waiver request to the Mayor, as compliance will impose a significant hardship on the recipient.

Additionally, the DC Living Wage Fact Sheet (to be disseminated upon award) shall be distributed to each employee working on this grant-funded program/project, and shall be visibly displayed within the organization.

Grantee shall notify each sub-grantee under this award subject to this Act in writing of the requirements as provided in subsection (a) of the Act.

All recipients shall retain payroll records created and maintained in the regular course of business under District of Columbia Law for a period of three (3) years.

Failure to comply with this law (Title I, D.C. Law No. 16-118 {D.C. Official Code 2-220.01-.11}) may result in the immediate termination of the grant award and/or possible legal action. The payment of wages under the Act shall be consistent with and subject to the provisions of an act to provide for the payment and collection of wages in the District of Columbia, approved August 3, 1956 (70 Stat. 976; D.C. Official Code §§ 32-1301 *et. seq.*) .

---

**SIGNATURE:**

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date